



REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

Date: 7-24-15	Interviewer: SGS	RFA #15 – 17
Person(s) Requesting Assistance: [REDACTED]		
Contact Numbers (telephone, e-mail, etc.): [REDACTED]		
Status of Person(s) Interviewed (title, position, student status, etc.): Student		
Requested Assistance Pertaining To (name, position, policy, project, etc.): [REDACTED] Student		
[REDACTED]		

To the best of your knowledge, please fill out the following:

Interviewee Status: Male Female Administrator Faculty Staff Student
Concern Regarding: Male Female Administrator Faculty Staff Student

Category: (Please check at least one)

<input type="checkbox"/> Age	<input type="checkbox"/> Color	<input type="checkbox"/> Creed	<input type="checkbox"/> Disability	<input type="checkbox"/> Veteran Status
<input type="checkbox"/> Marital Status	<input type="checkbox"/> National Origin	<input type="checkbox"/> Race	<input type="checkbox"/> Religion	<input type="checkbox"/> Retaliation
<input type="checkbox"/> Sex/Gender	<input checked="" type="checkbox"/> Sexual Harassment	<input type="checkbox"/> Sexual Orientation	<input type="checkbox"/> Employment	<input type="checkbox"/> Genetic Information
<input type="checkbox"/> Gender Identity or Expression				

Time Line		
Date	Item	Comments
5/21/15	[REDACTED] sends an email to Michael Sledge (MS).	[REDACTED] reports that [REDACTED] made inappropriate comments (involving sex, race and religion) on the Western Facebook page for newly admitted students. Screenshots of the comments are included in the email.
5/28/15	MS email [REDACTED]	MS informs [REDACTED] that the Office of Student Life received a complaint that [REDACTED] may have violated the Student Rights and Responsibilities Code. MS schedules a phone meeting for June 4 th , 2015 at 9am.
6/25/15	MS emails [REDACTED]	MS informs [REDACTED] that [REDACTED] has been found in violation of the Harassment policy. [REDACTED] sanctions include a warning and a follow up meeting with MS where [REDACTED] must discuss what he has learned from this experience.
6/29/15	MS emails [REDACTED]	MS informs [REDACTED] of the sanctions given to [REDACTED].
7/7/15	[REDACTED] writes a letter to Dean Pratt	[REDACTED] requests a review from the Appeals Board based upon her belief that the sanctions imposed were disproportionate to the violations committed and they needed to be more severe.
7/8/15	MS forwards email	The forwarded email contains [REDACTED] complaint about [REDACTED] to the Office of

